

C-572

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HUMAN RESOURCES

WORCESTER CO. DEPT. OF SOCIAL SERVICES

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>Income Maintenance Case Records</u> This series includes all closed I.M. Case Records on clients applying for and receiving services through the Income Maintenance Unit. A. Food Stamp Records B. Medical Assistance C. AFDC - Aid to Families with Dependent Children D. GPA - General Public Assistance E. EA & EAFC - Emergency Assistance	 Retain for Five (5) years after last action taken, and destroy. Retain for Five (5) years after last action taken, and destroy Retain for Five (5) years after last action taken, and destroy. Retain for Five (5) years after last action taken, and destroy. Retain for Five (5) years after last action taken, and Destroy.
2.	<u>Service Case Records:</u> This series includes all closed Child Welfare Service Records on clients applying for and receiving services through the Service Unit. A. Foster Care B. Foster Homes C. Adoption Services D. Day Care Service - Homes	 Retain Permanently Retain Five (5) years after last action taken, then destroy Retain Permanently Retain Five (5) years after closing, then destroy

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. **C-512**
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Description	Retention
E. Protective Services For Children	Retain Five (5) years after closing, then destroy
F. Homemaker Service	Retain Five (5) years after closing, then destroy
G. SFDC - Services to Families With Children	Retain Five (5) years after closing, then destroy
H. SADA - Services to Adults	Retain Five (5) years after closing, then destroy
I. CHC - Community Home Care	Retain Five (5) years after closing, then destroy
J. SPS - Single Parent Service	Retain Five (5) years after closing, then destroy
K. ROA - Request From Other Agency	Retain Five (5) years after closing, then destroy
L. Adoptive Homes	Retain Five (5) years after closing, then destroy
M. Natural Parent Service	Retain Permanently
N. Judicare	Retain for Five (5) years after closing, then destroy
O. WIN	Retain for Five (5) years after closing, then destroy
3. <u>Child Support Enforcement Records:</u>	
This series contains closed case records on Absent Parents of clients receiving assistance under AFDC	
A. Absent Parent Records	Retain Five (5) years after closing, then destroy.